

ADMINISTRATIVE - INTERNAL USE ONLY

22 December 1971

MEMORANDUM FOR: Deputy Director for Support  
THROUGH: Deputy Director for Intelligence *206P*  
SUBJECT: Approval for 12-Hour Day

1. This memorandum requests your approval for a 12-hour day, 80-hour biweekly work schedule for the CRS computer operators. They would work three 12-hour days one week (36), with an additional eight hours' Sunday work every other week (44).

2. This procedure would be of operational advantage to the Agency. The computer now operates 24 hours, seven days per week on eight-hour shifts. This results in 42 shift changes in a two-week period. The requested work schedule would reduce the number of shift changes in a two-week period to 30. Because each shift change can result in confusion or wasted effort, the reduction in the number of changeovers is beneficial.

3. The requested work schedule should also result in a saving. It will eliminate scheduled computer center overtime which is running at a rate of about \$1350 per pay period in the last quarter of 1971.

4. The computer operators are generally in favor of the change. While they will suffer some loss in income, they will gain either a three or four-day weekend.

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5. The present system will soon result in the operators becoming so used to overtime that they will be unable to get along without it. I prefer to prevent such a condition in these days of uncertain budgets and economic pressures. STATINTL

[REDACTED]

H. C. EISENBEISS  
Director, Central Reference Service

APPROVED:

[REDACTED]

Deputy Director for Intelligence

22 Dec 71  
Date

[REDACTED]

Deputy Director for Support

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Date

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STATINTL

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